

**CENTRAL CONNECTICUT STATE UNIVERSITY
JOB OPPORTUNITY
CLERK TYPIST – PART TIME**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Biomolecular Sciences

Job Posting No: C13-008

Hours: 19 hours per week – Minimum of 4 days per week – Work schedule to be determined.

Salary: Hourly: \$16.08 to \$20.32 (CL-10)

Closing Date: August 28, 2012

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Knowledge, Skills and Abilities: Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials; basic interpersonal skills; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which includes personal computers, computer terminals and other electronic equipment; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

General Experience: Six (6) months as a Typist or its equivalent.

Substitution Allowed: Graduation from high school with coursework in typing.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit: **1)** a cover letter specifying this posting (C13-008); **2)** a completed State application (**CT-HR-12 – available at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf** and **3)** the names, titles and phone numbers of two current professional references. **Application packages will not be considered without these documents. Applications must be postmarked by August 28, 2012. Faxes will not be accepted. Send cover letter, application and references to:**

**Human Resources: Teresa Velez
Davidson Hall – Room 119
Central Connecticut State University
1615 Stanley Street
New Britain, CT 06050**

(Telephone: 860-832-1756)

All candidates for employment at Central CT State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

CCSU aggressively pursues a program of equal employment and educational opportunity and affirmative action. Members of all underrepresented groups, women, veterans and persons with disabilities are invited and encouraged to apply.